

	Administrative Regulation Probationary Period	Policy #	03-08.05
		Effective Date:	September 25, 2020
		Revision Date:	N/A
		Owner:	Human Resources

Purpose:

The purpose of the probationary period is to provide department leadership with the opportunity to assess general working habits (punctuality, attendance, working relationships, etc.) and to evaluate the employee's ability to meet performance expectations.

Scope:

This regulation applies to all new hires, transfers, promotions, and demotions. Employees who are reclassified do not serve a probationary period.

Policy:

All appointments shall be tentative and subject to a probationary period. The probationary period is a working test period to train and aid the employee in adjusting to the new position and to determine if the employee's performance meets work related standards. The use of probationary periods is intended as a constructive process to allow the employee to:

- Understand the City, their department, their role and how these fit together.
- Understand the standards required for their role and to fulfill those standards in full.

The probationary period should allow both the employee and their department leader to assess objectively whether or not the employee is suitable for the role.

Procedure:

1. Probationary Period Requirements

- 1.1. All new hires, rehires, transfers to a different department and promotions are employed with a probationary period. Employees are expected to achieve all of the required standards, objectives of performance, and/or conduct for their new position by the end of their probationary period. Employees who are regraded or reclassified do not serve a probationary period.
- 1.2. Employees who transfer within the same department may serve a probationary period at the discretion of the department director, the Human Resources Director, and the City Manager. Determination of a probationary period must be noted at time of job offer.

- 1.3. Employees who are demoted with or without cause may serve a probationary period at the discretion of the department director, the Human Resources Director, and the City Manager. Determination of a probationary period must be noted at time of appointment.

2. Length of Probationary Period

- 2.1. *Initial Probation Period:* Newly hired or rehired employees have a twelve (12) month probationary period.
- 2.2. *Promotion/Transfer Probation Period:* Any current City employee who is promoted or transferred through a competitive recruitment process will serve a six (6) month probationary period in the new position from the date of the promotion/transfer.
- 2.3. Any interruption of service during the probationary period shall not be counted.
- 2.4. Represented employees should refer to their collective bargaining agreements.

3. Evaluations

- 3.1. Department leaders should meet with their employee as soon as possible, preferably within their first week, to set out a number of objectives and expectations that they are required to meet by set dates within their probationary period.
- 3.2. The department leader should give feedback to the employee whenever possible on any aspects of their performance or conduct that either meets or does not meet the set objectives or expectations. This feedback should be clear, specific and constructive.
- 3.3. The department leader should carry out both a mid-probation and end-of-probation review with the probationary employee giving clear, specific and constructive feedback.

4. Insufficient Improvement

- 4.1. If there has been insufficient improvement from the employee by the review date then the department leaders should seek advice from Human Resources (HR).
- 4.2. If the department leader and HR conclude there has been insufficient improvement and that a reasonable extension of the probationary period would likely result in the employee successful completion, then the probationary period may be extended.
 - 4.2.1. Probation periods generally will not be allowed to extend beyond six (6) months.
 - 4.2.2. This decision and extension of the probationary period should be confirmed in writing.

5. Termination of Employment During the Probationary Period

- 5.1. A newly hired or rehired probationary employee may be dismissed without cause at any time during probation if, in the opinion of the appointing authority, continuance in service is not in the best interest of the City.
- 5.2. A regular employee failing to pass the probationary period may be dismissed for cause.
6. Return to Previous Job. A regular employee failing to pass the probationary period upon transfer or promotion, may have return rights to the position most recently held, assuming the position is still available.
7. Grievances. During the initial probationary period (including any extensions), employees have no rights to a grievance procedure to contest decisions concerning discipline, layoff or termination.

Definitions

1. *“Constructive Feedback”* is supportive feedback given to an individual to help identify solutions to areas of weakness they may have. Therefore, it comes with positive intentions and is used as a supportive way to address specific concerns or issues.
2. *“Occupational Series”* is the relationship between job classification based on the fact that the experience and training in a classification directly relates to the ability of an employee to perform the responsibilities of the classification to which an employee may be promoted. Examples of occupational series are: Human Resources Analyst I, II and Senior; and Office Supervisor I and II.
3. *“Probationary Period”* is the final phase of the selection process, a "working test period" during which an employee is required to demonstrate, by actual performance of the duties, fitness for the position to which they've been appointed.
4. *“Promotion”* is a change through a competitive recruitment process resulting in a higher salary range than the one previously occupied.
5. *“Reclassification”* is the movement to a different classification, based on substantial changes in the kind, difficulty, responsibility or decision-making level of the duties performed. The movement can be to a lower, higher, or lateral salary grade.
6. *“Transfer”* is a change of an employee from one position to another position in the same or different class having the same salary range.

Resources:

Administrative Regulations:

1. [Americans with Disabilities Act](#)
2. [Equal Employment Opportunity](#)

3. [Open Door Policy](#)
4. [Performance Management](#)
5. [Recruitment and Selection](#)

Forms:

1. [Probation Performance Assessment Form](#)
2. [Probation Self-Evaluation Form](#)
3. [Performance Assessment](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.

Approved By:	Nancy Newton, City Manager	Dates:	September, 25, 2020
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	N/A		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			